



## Browse for an Inventory Control Number (ICN)

### Overview

The Inventory Control Number (ICN) Browse pop-up window allows searching for assets in the ELMS catalog.

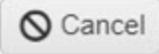
### Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > ICN Browse pop-up window

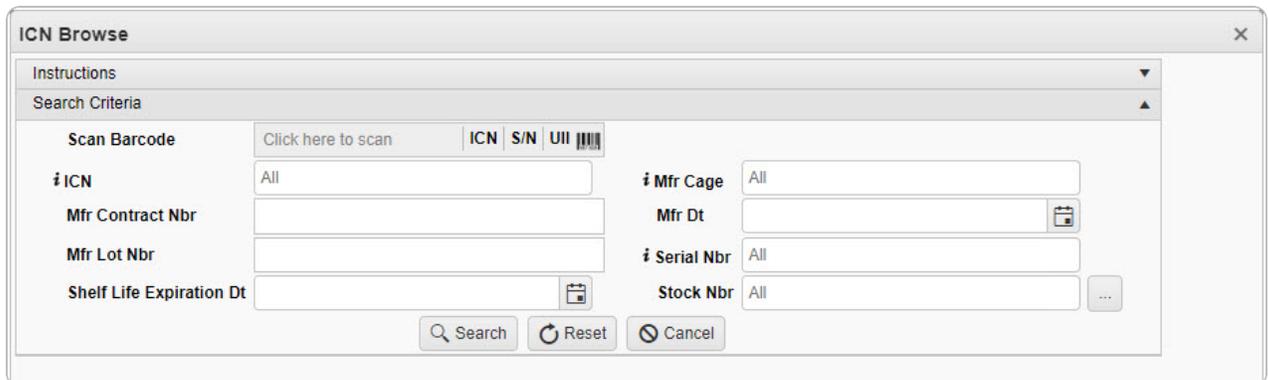
### Procedures

#### Browse for an Inventory Control Number (ICN)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **ICN Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.



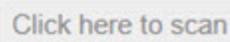
The screenshot shows the 'ICN Browse' window with the following fields and controls:

- Instructions:** A dropdown menu.
- Search Criteria:**
  - Scan Barcode:** A button labeled 'Click here to scan' and a field with 'ICN S/N UII' and a barcode icon.
  - ICN:** A dropdown menu set to 'All'.
  - Mfr Contract Nbr:** A text input field.
  - Mfr Lot Nbr:** A text input field.
  - Shelf Life Expiration Dt:** A date picker field.
  - Mfr Cage:** A dropdown menu set to 'All'.
  - Mfr Dt:** A date picker field.
  - Serial Nbr:** A dropdown menu set to 'All'.
  - Stock Nbr:** A dropdown menu set to 'All' with a '...' button to its right.
- Buttons:** 'Search', 'Reset', and 'Cancel'.





## Help Reference Guide

- Select    . Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
  - Enter the ICN, using  to assist with the entry. *This is a 20 alphanumeric character field.*
  - Enter the MFR CAGE, using  to assist with the entry. *This is a 5 numeric character field.*
  - Enter the MFR CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
  - Use  to select the MFR DATE, or enter the date (MM/DD/YYYY) in the field provided.
  - Enter the MFR LOT NBR in the field provided. *This is a 50 alphanumeric character field.*
  - Enter the SERIAL NBR, using  to assist with the entry. *This is a 20 alphanumeric character field.*
  - Use  to select the Shelf Life Expiration DT, or enter the date (MM/DD/YYYY) in the field provided.
  - Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
3. Select  to begin the query. *Results display in the ICN Browse Grid below.*

| Select   | ICN                  | Stock Nbr | Item Desc | In Service Dt | Mfr Cage | Mfr Contract Nbr | Mfr Lot Nbr | Mfr Dt | Shelf Life Expiration Dt | Serial Nbr           |
|--|----------------------|-----------|-----------|---------------|----------|------------------|-------------|--------|--------------------------|----------------------|
| Select  | A0000000000001075122 | 01020304  | 01020304  |               |          |                  |             |        |                          | A0000000000001075122 |
| Select  | A0000000000001076118 | 01020304  | 01020304  |               |          |                  |             |        |                          | 1234                 |
| Select  | A0000000000001076130 | 01020304  | 01020304  |               |          |                  |             |        |                          | 1235                 |

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4. Choose the Select hyperlink next to the desired ICN. *The pop-up window closes and the selected ICN appears in the previous screen.*

